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Executive Office US Attorneys & Office of US Attorneys

Department: **Department Of Justice**

Agency: **US Attorneys, Executive Office, & Office of U
Attorneys**

Job Announcement Number:
PHRS-5-351998S00

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ADMINISTRATIVE CLERK(OA)

SALARY RANGE: 25,733.00 - 37,211.00 USD per year

OPEN PERIOD: Thursday, June 30, 2005
to Thursday, July 14, 2005

SERIES & GRADE: GS-0303-04/05

POSITION INFORMATION: Full Time Career/Care
Conditional

PROMOTION POTENTIAL: 05

DUTY LOCATIONS: Many vacancies - GREENBELT,

WHO MAY BE CONSIDERED:
U.S. Citizens

JOB SUMMARY:
DEPARTMENT OF JUSTICE

*UNITED STATES ATTORNEY'S OFFICE,
DISTRICT OF MARYLAND*

This position serves as an Administrative Clerk (OA) in the U.S. Attorney's Office, District of Maryland Greenbelt Branch. The incumbent's primary responsibility is to support Legal Assistants and perform a variety of administrative and support duties assisting attorneys in litigation.

KEY REQUIREMENTS:

- You must be a United States Citizen to apply.
- Drug testing is required.
- Employment is subject to successful background investigation by DOJ.
- Physical Requirements-lifting up to 50 lbs.

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**Send Mail****Send Mail to:**

Philadelphia Services Branch
600 Arch Street
Room 3400
Philadelphia, PA 19106
USA

**Questions?****For questions about this job:**

VACANCY INFORMATION DESK
Phone: (215)861-3074
Internet: philadelphia@opm.gov

USAJOBS Control Number: 464780

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